

VALLEY COMMUNITY PRESBYTERIAN CHURCH
POSITION DESCRIPTION

POSITION TITLE: Director of Music
REPORTS TO: Head of Staff
SCHEDULE: Part-Time 15 hours/weekly
SALARY: Commensurate with Experience

EXEMPT OR NON-EXEMPT: Exempt
PAYROLL: Twice Monthly

PRIMARY OBJECTIVE OF POSITION

Coordinate and oversee the music program for Valley Community Presbyterian Church.

MINIMUM QUALIFICATIONS

(Experience, education, licenses, certifications, and specific knowledge, skills and abilities required for the position)

1. College Graduate.
2. Experience in choral conducting with proficiency in organ and piano. Church music experience preferred.
3. Strong leadership and interpersonal skills.
4. Professional manner in working with volunteers and colleagues.
5. Ability to contribute to a positive, joyful work environment with staff, choir, and other musicians.

ESSENTIAL FUNCTIONS

(Fundamental duties necessary to achieve the objective of the position)

1. Worship leadership and planning.
2. Collaborate with the preaching pastor in worship planning.
3. In choir music selection, attention to inclusive language is requested. Changes should occur in collaboration with the head of staff in advance of rehearsal.
4. Rehearse and direct the adult choir September-May as determined in worship schedule. Arrange for other musical participants as indicated.
5. Conduct weekly choir rehearsals. Maintain a supportive, responsive, and welcoming atmosphere with the choir.
6. Collaborate with solo and ensemble musicians for special music.
7. Support young musicians in worship.
8. Work with pastoral staff and worship committee to respond to any concerns or questions that arise.
9. Participate in summer worship coordination.
10. Become familiar with the current music library and work with the volunteer librarian.
11. Be open to requests to play for funerals or weddings, which includes additional pay.
12. Arrange for necessary tuning and maintenance of organ and pianos.
13. Coordinate with the bell choir director to support worship participation.

Performance Standards:

Evaluation will be based on job performance, initiative, ability to work with others, and adherence to VCPC Personnel Manual policies and procedures. Evaluations will be done at the following intervals: six-month probationary review upon hire; thereafter, every other year based on date of hire.